

SALARY AND WAGE DIVISION

ANNUAL REPORT

1 July 1959 - 30 June 1960

SECTION 1. Major Accomplishments and Significant Developments During Fiscal Year 1960

The primary purpose of the salary and wage program is to maintain a practical and effective pay and occupational structure for the Agency, in alignment with developments throughout the Government and in industry. In carrying out this program, Government and industrial systems must be continually reviewed and appraised to determine possible effect and necessity for change in Agency practices to conform. Independent studies must frequently be made of problems peculiar to the Agency.

Major accomplishments during the year include the initiation of periodic surveys of all components to maintain current alignment and documentation; review of all staffing and development complements under R [REDACTED]; coordination and maintenance of career service authorizations and maintenance of career service average grades; development of Career Service Staffing Authorizations for fiscal year 1960 and preliminary work on CSSA's for fiscal year 1961; review of all supergrade positions and ceilings and necessary revision for approval by the DCI; complete review and revision of the occupational handbook to simplify processing under the RCA-501 system; development and revision of position standards including a proposed pattern system for clerical support in DD/P and another system for DD/I and DD/S; maintenance of pay policies for scientific and engineering positions; studies of grade and pay practices throughout the industrial world.

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A statistical summary of major activities is as follows:

POSITION SURVEYS AND INDIVIDUAL ACTIONS Workload 25%


<u>Organisation</u>	<u>No. Surveys</u>	<u>No. Positions</u>	<u>Positions Audited</u>	<u>Descriptions Written</u>	<u>Positions Classified</u>
DD/S	7				
DD/I	1				
DD/P	3				
TOTAL	11				

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Position surveys are conducted by studying organizations and reviewing positions and developing descriptions which are in line with current functions. During the fiscal year they were conducted primarily for the purpose of bringing organizations up to date and maintaining accuracy of descriptions.

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION Workload 22 %

<u>Organization</u>	<u>T/O Requests</u>	<u>T/O Changes</u>	<u>No. Positions</u>
DD/S	214	214	
DD/I	64	64	
DD/P	<u>166</u>	<u>166</u>	
TOTAL	<u>444</u>	<u>444</u>	

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The total position coverage in T/O changes is less than the preceding year in total number of positions. This results partly, it can be assumed, from the stabilizing effect of R . The preceding year all components were converted to the system under R . During the fiscal year the total number of T/O changes, however, was approximately two-thirds that of the preceding year. The present number of changes will probably remain relatively constant on a maintenance basis.

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GRADE CHANGES ON STAFFING COMPLEMENTS

<u>Upgradings</u>	<u>Downgradings</u>	<u>Net Change</u>
102	98	4


The total number of upgradings and the net change are reduced from the previous year. The total changes in the future will probably be relatively small.

PLANNING PAPERS Workload 6%

<u>Organisation</u>	<u>No. Planning Papers</u>	<u>No. Positions</u>
DD/S	11	
DD/I	13	
DD/P	<u>15</u>	
TOTAL	<u>39</u>	

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This heading covers all review of planning papers under R . In some cases no issuance was necessary because staffing complements remained without change. Issuances are covered under Staffing Complement Review and Distribution.

CAREER SERVICE STAFFING AUTHORIZATION Workload 8%

<u>Organisation</u>	<u>No. Processed</u>	<u>No. Spaces</u>	<u>No. Personnel (CSSA)</u>
DD/S	12		
DD/I	12		
DD/P	<u>1</u>		
TOTAL	<u>25</u>		

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In addition to the total shown here approximately the same number were processed in developing preliminary CSSA's for 1961.

AMENDMENTS IN C SSA's

Workload 1%

<u>Number</u>	<u>No. Spaces</u>
Approx. 12	Approx. 36

While the workload under this category is relatively small, there are numerous problems and extensive coordination required.

AVERAGE GRADE MAINTENANCE

Workload 2%

<u>Organization</u>	<u>No. Career Services</u>
DD/S	11
DD/I	12
DD/P	1
TOTAL	24

PAY CHANGES (Prevailing Rate Positions)

Workload 2%

<u>Position Category</u>	<u>Number Changes or New Schedules</u>	<u>No. Titles or Rates</u>	<u>New Titles</u>
GA	8	24	1
GP	7	48	6
IB	1	1	6
WB *	9	4	8
FN (Foreign National)	3	47	3
TOTAL	28	124	24

* WB involved conversion of one area schedule to new wage system.

POSITION STANDARDS AND GRADING PLANS

Workload 4%

<u>Number Developed</u>	<u>Number Positions</u>
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5

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Standards include a proposed pattern system for clerical support in DD/P and a proposed clerical pattern for DD/I and DD/S. The DD/P system was intended to increase flexibility and reduce grades in some instances. The DD/I-DD/S system was designed to provide better alignment and lower grades to make more consistent with the Government as a whole. Action was postponed because of the possible effect of the move to Langley on clerical personnel.

EXTERNAL WAGE AND SALARY DATA

Workload 1%

Number Documents

7

Number Wage Categories

200

SPECIAL STUDIES AND STAFF SERVICES

Workload 22%

1. A monitor system was developed for the Career Service Staffing Authorizations and assistance given POD in monitoring CSSA's.
2. Assistance was given in the revision of R [REDACTED] to make it more realistic for controlling under Agency ceiling accounting procedures. Simplified career service staffing authorization format was developed to facilitate preparation by career service heads.
3. A complete revision was made of the Agency Handbook of Occupational Titles and Codes to facilitate conversion of employees and positions to the RCA-501 system.
4. Studies were made of industrial pay and practices for clerical and semi-professional positions.
5. A study was made of executive pay in Government agencies and military organizations including base pay, allowances, retirement pay and take-home pay.
6. A study was made to determine the problems involved in bringing employees under the new pay act, with particular reference to "saved pay" employees. A revised instruction for employees in this category was developed.
7. A study was made of the [REDACTED] Merit System as it relates to Agency employees.
8. Procedures were developed for installation of new Wage Board plans and schedules consistent with the revised system of the Army-Air Force Wage Board.

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Formal Training

2%

Other overhead, primarily leave

5%

**SECTION 2. Objectives for Current Year and Status of Current Program
(1 July 1960 - 30 June 1961)**


POSITION SURVEYS

Surveys have been initiated in two components. During the current year survey objectives are to cover all areas involving substantial

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organizational or position changes. Eventually objectives are to secure annual survey coverage. Present estimated coverage is as follows:

<u>Organization</u>	<u>Number of Positions</u>
DD/S Area	
DD/I Area	
DD/P Area	
TOTAL	


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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

The annual review of staffing complements is estimated to be approximately the same as for the preceding year i.e.  positions.


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PLANNING PAPERS

Planning Paper review is estimated to equal the preceding year, approximately  positions.

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CAREER SERVICE STAFFING AUTHORIZATIONS

The workload for this category should approximately equal that of the preceding year, approximately 25 CSSA's covering approximately  spaces. In addition, CSSA's will be reviewed and recomputed in December. This will increase the workload.

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AMENDMENTS IN CSSA's

Amendments should not exceed the total for the preceding year, approximately 12 amendments affecting approximately 36 spaces.


AVERAGE GRADE MAINTENANCE

The same number as for the preceding year is estimated, approximately 24.

PAY CHANGES (Prevailing Rate Positions)

Approximately the same number can be estimated as for the preceding year, 28 changes affecting 124 titles or rates.

POSITION STANDARDS AND GRADING PLANS

Approximately the same number of standards, 5, affecting the same number of positions,  as for the preceding year.

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EXTERNAL WAGE AND SALARY DATA

It is estimated that approximately 10 documents will be developed or secured affecting 200 or more wage categories.

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SPECIAL STUDIES AND STAFF SURVEYS

Special studies cannot easily be anticipated, however it can be assumed that they will be similar to the preceding year. Review of industrial pay plans and rates is a regular function which will continue. Also maintenance of scientific and engineering pay differentials is a continuing function. Some additional review of the Agency Occupational Handbook will be necessary.

SECTION 3. Program Outlook for Budget Year (1 July 1961 - 30 June 1962)

POSITION SURVEYS

Surveys will continue to be directed toward the goal of performance evaluation to maintain current organization documentation.

**STAFFING COMPLEMENT REVIEW AND DISTRIBUTION
PLANNING PAPERS
CAREER SERVICE STAFFING AUTHORIZATIONS
AVERAGE GRADE MAINTENANCE**

Functions under these categories it is anticipated will be carried out as previously for the purpose of maintaining an organization effectively attuned to the varying nature of Agency functions.

PAY CHANGES (Prevailing Rate Positions)

It is anticipated that this function will continue essentially the same as in the past.

POSITION STANDARDS AND GRADING PLANS

This function will continue to be one primarily of maintenance and revision with some coverage of new activities.

EXTERNAL WAGE AND SALARY DATA

Accumulation of information and data of this type will continue to be an essential function.

SPECIAL STUDIES AND STAFF SURVEYS

Continuing emphasis will be on studies of job patterns and practices in other agencies and private industry. Development and refinement of pay systems and techniques will continue.